



Manistee County Board of Commissioners

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Ervin Kowalski
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Glenn Lottie
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Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CLERK
Marilyn Kliber
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231) 398-3500

WAYS & MEANS COMMITTEE

Wednesday, February 11, 2009
8:30 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) 8:30 A.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Review and consideration of recommending payment of the following FY 2008/09 appropriations and miscellaneous invoices:

Miscellaneous Appropriations:

- A) Northwest Michigan Council of Governments request for \$4,174.00 (budgeted at \$4,174.00). (APPENDIX A)
- B) Area Agency on Aging of Northwest Michigan request for \$4,277.00 (budgeted at \$4,277.00). (APPENDIX B)

Invoices:

- A) Consideration of approving the payment of unused accumulated vacation hours to Dennis Swain, former employee of the 19th Judicial Circuit-Friend of the Court, who retired from County employment effective January 31, 2009 = \$16,070.43 (APPENDIX C)

- 3) 8:45 A.M. - Sheriff Funding Requests

- A) Request to transfer \$1,000.00 from the Sheriff's Department Contingency Surplus Fund #216 000 390.013 to the Manistee County Dive Equipment Fund line item #262 000 699.020 "Transfer In Other Funds". These funds will be used to purchase dry suits for winter diving. (Note: The Sheriff's Department Contingency Surplus Fund has a balance of \$67,976.00)
- B) Request for \$6,000.00 to contract with Landmark Design Group PC for the completion of a jail study. These funds would also be transferred from the Sheriff's Department Contingency Surplus Fund line item #216 000 390.013 to the Jail Expansion Construction Fund #361. (Note: The Sheriff's Department Contingency Surplus Fund has a balance of \$67,976.00) (APPENDIX D)

- 4) County Clerk request for funding to print the 2008/09 Official County Directory. (APPENDIX E)

- 5) Miscellaneous Information/Discussion Items.
 - A) TES Filer City Station v. Charter Township of Filer Tax Tribunal case update.
 - B) Fitch Bond Rating. (APPENDIX F)
 - C) Vehicle Purchase Proposal.
 - D) Manistee County Prosecuting Attorney and Manistee County Ordinance Enforcement Contract with the City of Manistee.
 - E) Schedule meeting to review 2009 Cycle I Local Revenue Sharing Grant Applications. Grant applications are due in the County Controller/Administrator's Office on Friday, February 27, 2009. Grant applications are due to the Local Revenue Sharing Board by 5:00 P.M. on Friday, March 6, 2009.
- 6) 9:30 A.M. - Stanley Preidis, Chairman of the United Veterans Counsel of Manistee County, and Art Gale will appear before the Committee to request that the County pay \$75 for each veterans burial marker. The Committee and veterans representatives will also discuss the process for replacing Patrick Miehke, who resigned as Veterans Counselor in October 2008.
- 7) Other Items from Committee Members.
- 8) Adjournment.

[r:\h:\agendas\W & M 021109]

INVOICE

(APPENDIX A)

TO: Manistee County
c/o Marilyn Kliber, County Clerk
Manistee County Courthouse
415 Third St.
Manistee, MI 49660

FROM: Northwest Michigan Council of Governments
P.O. Box 506
Traverse City, MI 49685-0506

DATE: 1/16/2009

DESCRIPTION: FY 2008-09 Manistee County Appropriation for the
Northwest Michigan Council of Governments

Amount: \$4,174

*If you have any questions regarding this invoice,
please contact Charlene Schlueter at 1-800-692-7774 or 231-929-5000*



AREA AGENCY ON AGING OF NW MICHIGAN
1609 PARK DRIVE
P.O. BOX 5946
TRAVERSE CITY, MI 49696-5946
231-947-8920

(APPENDIX B-1)

INVOICE

RUSSELL POMEROY
COUNTY FINANCE ADVISOR
COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MI 49660

INV DATE
1/20/2009

DATE	CODE	DESCRIPTION	BALANCE
1/20/2009		2009 LOCAL SUPPORT	\$4,277.00

BALANCE DUE	\$4,277.00
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Am7
Names
Last Person
cc

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN

APPROVED 2009 LOCAL SUPPORT DISTRIBUTION

JUNE 5, 2008

FORMULA				
	60 and Over Population			
	Population	150% of Poverty	Minority	% Distribution
ANTRIM COUNTY	5,459	799	57	9.59%
BENZIE COUNTY	3,729	510	47	6.51%
CHARLEVOIX COUNTY	5,202	828	78	9.27%
EMMET COUNTY	5,898	1,008	155	10.72%
GRAND TRAVERSE COUNTY	13,225	1,902	134	23.17%
KALKASKA COUNTY	3,127	580	34	5.68%
LEELANAU COUNTY	4,827	515	83	8.24%
MANISTEE COUNTY	5,796	1,277	69	10.84%
MISSAUKEE COUNTY	2,878	679	34	5.45%
WEXFORD COUNTY	5,692	1,203	52	10.55%
TOTAL	55,833	9,301	743	100.00%

	Base	Formula	Total			
	\$20,000	\$21,000	\$41,000	Distribution	2008 Amount	Difference
ANTRIM COUNTY	\$2,000	\$2,013	\$4,013	9.79%	\$3,917	\$96
BENZIE COUNTY	\$2,000	\$1,366	\$3,366	8.21%	\$3,301	\$65
CHARLEVOIX COUNTY	\$2,000	\$1,947	\$3,947	9.63%	\$3,854	\$93
EMMET COUNTY	\$2,000	\$2,251	\$4,251	10.37%	\$4,144	\$107
GRAND TRAVERSE COUNTY	\$2,000	\$4,865	\$6,865	16.74%	\$6,633	\$232
KALKASKA COUNTY	\$2,000	\$1,193	\$3,193	7.79%	\$3,136	\$57
LEELANAU COUNTY	\$2,000	\$1,729	\$3,729	9.10%	\$3,647	\$82
MANISTEE COUNTY	\$2,000	\$2,277	\$4,277	10.43%	\$4,168	\$109
MISSAUKEE COUNTY	\$2,000	\$1,145	\$3,145	7.67%	\$3,090	\$55
WEXFORD COUNTY	\$2,000	\$2,215	\$4,215	10.28%	\$4,109	\$106
TOTAL	\$20,000	\$21,000	\$41,000	100.00%	\$39,999	





Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

MEMORANDUM

TO: Manistee County Board of Commissioners

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *Kmm*

DATE: February 2, 2009

RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name:	Dennis Swain
Department:	Friend of the Court
Employee #:	1224
Hourly Rate:	\$49.07
Termination Date:	January 31, 2009

2009 Unused Vacation Hours:	263.5
2010 Earned Vacation Hours:	15.50
2009 Unused Accumulated Sick Hours:	0.0
2009 Unused Personal Day Hours:	48.5

2009 Unused Vacation Payment:	\$12,929.95
2010 Earned Vacation Payment:	\$760.59
2009 Unused Sick Time Payment:	\$0.00
2009 Unused Personal Day Payment:	\$2,379.90

2008 Unused Cleaning Allowance Due County:
2008 Shift Differential Due Employee:

Total Amount Due:	<u>\$16,070.43</u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday,
February 17, 2009.

B. Allan O'Shea, County Board Chairperson

January 19, 2009

Thomas D. Kaminski
County Controller/Administrator
Manistee County
415 Third Street
Manistee, Michigan 49660

Re: Manistee County Jail Study
Manistee, Michigan

Dear Mr. Kaminski,

Thank you for the opportunity to submit this proposal to Manistee County. We enjoyed working with the county during the 1997 jail expansion project and appreciate the opportunity to update the jail master plan. To achieve this objective Harrison/Landmark will do the following:

1. Attend a project kick-off meeting with county officials, the sheriff and staff to discuss contact individuals, project goals, budget, options, needs, schedule, etc.
2. Collect and review existing jail blueprints, prior studies, site information and any relevant information such as security system and generator upgrades.
3. Inspect the existing jail with our architects and engineers. We will examine existing support areas (laundry, food preparation, storage) and sheriff staff space needs.
4. Update Harrison/Landmark's 1996 jail master plan report. Examine expansion options for female beds, support areas (kitchen laundry, storage) and sheriff's space.
5. Prepare preliminary construction cost estimates using our current Michigan jail construction cost numbers.
6. Review options with the sheriff, staff and other county officials.
7. Review the updated master plan with the Michigan Department of Corrections.
8. Prepare a final report and present it to county commissioners.

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As compensation we request a lump sum of \$6,000.00 for the study. We will invoice the fee at study completion. There will be no reimbursable cost. Duration of the study will be approximately 60 to 90 days. Upon acceptance by Manistee County of our proposal we will begin work immediately.

If you have any questions, please do not hesitate to contact me at (616) 956-0606.

Sincerely,

LANDMARK DESIGN GROUP, P.C.



Robert Van Putten, Architect
President

Cc: Sheriff Dale Kowalkowski, Manistee County Sheriff's Office



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(APPENDIX E)

CLERK
Marilyn Kliber
231-723-3331
Fax 231-723-1492

DATE: February 3, 2009
TO: Tom Kaminski/Administrator
FROM: Marilyn Kliber, Manistee County Clerk
RE: OFFICIAL DIRECTORY 2009-2010

RECEIVED
FEB 05 2009

I will be out of town when the Ways and Means Committee meets on Wednesday, February 11th, 2009. Would you please present the attached quote to the committee for their review? I have asked Dennis from CommuniCraft for a written quote for the Official Directory for 2009-2010. We have purchased our directory from Dennis for many years. I believe in doing business locally and sharing our County business with all local vendors.

I am recommending that the Board of Commissioners purchase 500 Official Directories at a cost of \$739.63. We have many requests for them already. I have started to compile the information and I hope to have the directory printed by sometime in March.

Thank you for your time and consideration.


Marilyn Kliber, Manistee County Clerk

Fitch Upgrades Manistee County, Michigan's GO Bonds to 'A'

Fitch Ratings-New York-23 January 2009: In the course of routine surveillance, Fitch upgrades Manistee County, Michigan's \$1.9 million in outstanding Building Authority Refunding Bonds, Series 2006 to 'A' from 'A-'. The Rating Outlook is Stable.

The rating upgrade reflects improved financial management and controls, including a demonstrated willingness to address long-term liabilities such as retiree healthcare. The rating also reflects adequate fiscal reserves, the county's low net direct debt, and a weak local economic base dependent on casino and government employment. The bonds are secured by the limited tax, full faith and credit pledge of Manistee County ('the county') subject to statutory and constitutional limitations.

The county's minimal unreserved general fund balance is augmented by approximately \$1.1 million in budget stabilization and other contingency fund balances available for use, bringing reserves to approximately 11% of expenditures and other uses. Management is pursuing prudent policies to manage long-term liabilities, such as reserving funds to capitalize a retiree healthcare trust and negotiating bargaining unit contracts to reduce exposure to healthcare cost inflation. Management has offset reductions in state shared revenues through increased fiscal reserves, although diminished state aid going forward would also require expenditure reductions. Fitch views this demonstrated willingness to address long term liabilities through cautious planning as prudent and expects the county will continue to monitor any impacts from the state's economic downturn.

Located on the eastern shore of Lake Michigan, the county has an estimated population of almost 25,000. The five largest employers in the county are governments, tribal administrations and health and education providers, including the Oaks state correctional facility and the Little River Casino. The county has experienced strong assessed valuation growth in recent years, due to an influx of second-property owners and retirement developments drawn to its scenic location. As is the case throughout the state, the county is experiencing some measure of economic stress. However, the significant margin between the county's taxable assessed value and state equalized value would allow property tax levies to rise with inflation, even if market values decline in the medium term.

Overall net debt stands at a low 1.5% of the county's market value, reflecting the jurisdiction's few capital needs. The county has no plans to issue any significant new debt.

Contact: Tom Cowell, +1-212-908-9130 or Melanie A.J. Shaker, +1-312-368-3143, Chicago.

Fitch issued an exposure draft on July 31, 2008 proposing a recalibration of tax-supported and water/sewer revenue bond ratings which, if adopted, may result in an upward revision of this rating (see Fitch research 'Exposure Draft: Reassessment of the

Municipal Ratings Framework'.) At this time, Fitch is deferring its final determination on municipal recalibration. Fitch will continue to monitor market and credit conditions and plans to revisit the recalibration in the first quarter of 2009.

Media Relations: Cindy Stoller, New York, Tel: +1 212 908 0526, Email: cindy.stoller@fitchratings.com.

Fitch's rating definitions and the terms of use of such ratings are available on the agency's public site, 'www.fitchratings.com'. Published ratings, criteria and methodologies are available from this site, at all times. Fitch's code of conduct, confidentiality, conflicts of interest, affiliate firewall, compliance and other relevant policies and procedures are also available from the 'Code of Conduct' section of this site.